



KENYA REINSURANCE CORPORATION LIMITED

KRC/2020/139

PROVISION OF TRAINING ON FIRST AID; OSHA AND ENVIRONMENTAL AUDIT IN 2020

1 INVITATION TO TENDER

1.1 The Kenya Reinsurance Corporation Ltd. invites interested bidders to tender for:-

| TENDER NO | DESCRIPTION OF SERVICE | TENDER SUBMISSION FORMAT | ELIGIBILITY |
|--------------|---|--|---|
| KRC/2020/139 | PROVISION OF TRAINING ON FIRST AID; OSHA AND ENVIRONMENTAL AUDIT 2020 | COMBINE MANDATORY/ (TECHNICAL) & FINANCIAL PROPOSALS | OPENTO ALL CATEGORIES OBTAIN TENDER DOCUMENTS ON THE WEBSITE (www.kenyare.co.ke) |

1.2 Documents containing Mandatory and financial specifications can be downloaded from our website www.kenyare.co.ke

1.3 Tender documents **1 Copy** in plain sealed envelopes clearly bearing the correct **tender numbers** should be deposited in the Tender Box located on the 16th floor of Reinsurance Plaza Aga Khan Walk NAIROBI or be sent to: -

Managing Director
Kenya Reinsurance Corporation, Ltd
Reinsurance Plaza, Nairobi
Aga Khan Walk
P.O. Box 30271 - 00100
NAIROBI

1.4 To be received by **28th Sept 2020 at 10.00.am**. The tenders will be opened the same day **in** the Corporation's Boardroom. Interested bidders or their representatives are invited to attend the opening sessions.

1.5 Prices quoted should be expressed in **Kenya shillings**, inclusive of Government taxes and should remain valid for a period of 120 days.

TERMS OF REFERENCE FOR TRAINING IN FIRST AID ONLY AND OSHA AND ENVIRONMENTAL AUDIT IN THE CORPORATION’S BUILDINGS INCLUDING THE CORPORATION WORKPLACES (KENYA OFFICES).

Kenya Re in complying with legal requirements in reference to OSHA (No. 15 of 2007) and EMCA (No. 8 of 1999) wishes to engage the services of a consultant to provide services as described here below:-

Carry out the following audits:-

1. Statutory Occupation, Safety and Health Audit.
2. Environmental Audit
3. Fire Safety Audit
4. Statutory Risk Assessment
5. Routine First Aid refresher training to Corporation First Aid members (seven members of staff).
6. Process the workplace renewal certificates for all Kenya Re offices in Kenya.

In addition, give corporate and individual documental certification of the training for the seven (7) first aid members at the end of the year.

It is expected that the service provider will provide the following:

MADATORY CONDITIONS

GENERAL REQUIREMENTS

A supplier must provide all the Mandatory Requirements (Failure to show evidence of this will lead to disqualification).

CRITERIA FOR PROVISION OF FIRST AID TRAINING; OSHA AND ENVIRONMENTAL AUDIT

| | ITEMS | |
|---------------|--|---------------|
| PART A | MANDATORY REQUIREMENTS | YES/NO |
| 1. | Valid Tax Compliance certificate | |
| 2. | Certification by the ministry of Labor (OSHA and ENVIRONMENT AUDIT department) | |
| 3. | Certificate of good conduct for the firm’s Director’s | |
| 4. | Certificate of Registration | |
| 5. | Filling of business questionnaire | |
| 6 | Evidence of office location (To Attach lease agreement or Title documents if property is owned) | |

| | | |
|----|---|--|
| | | |
| 7. | Must be approved by Ministry of Health | |
| 8. | 3 referral letters from organizations served by your firm | |
| 9. | Nema certification for Environmental Auditor | |

NB. The mandatory requirements must be achieved for any supplier /bidder to proceed to the next stage of the financial evaluation process

5.4 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the answers to questions indicated in Part 1; either part 2(a), 2(b) or 2(c) whichever applies to your type of business and part 3.

You are advised that it is a serious offence to give false information on this form.

| No | Part 1 – General |
|-----|--|
| 4.1 | Business Name |
| 4.2 | Location of Business Premises |
| 4.3 | Plot No. Street/Road..... Postal Address Telephone Numbers..... E-mail Address |
| 4.4 | Nature of Business |
| 4.5 | Registration Certificate No. |

| | |
|------|--|
| 4.6 | <p>Maximum value of Business which you can handle at any one time.</p> <p>Kshs</p> <p>Name of your Bankers..... Branch.....</p> |
| 4.7 | <p>Confirm credit period extended you to clients</p> |
| | <p>Part 2 (a) – Sole Proprietor</p> |
| 4.8 | <p>Your Name in Full</p> <p>Age.....</p> <p>Nationality</p> <p>Country of Origin.....</p> <p>Citizen Details.....</p> <p>.....</p> |
| | <p>Part 2 (b) – Partnership</p> |
| 4.9. | <p>Given details of partnership as follows:-</p> |

| | |
|-------------|---|
| | <p><u>2b.2</u></p> <p>Name..... Nationality.....Citizenship Details..... Share.....</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>4.....</p> <p>.....</p> |
| | <p>Part 2 (C) – Registered Company</p> |
| <p>4.10</p> | <p>Private or Public</p> <p>.....</p> <p>.....</p> |
| <p>4.11</p> | <p>State the Nominal and issued Capital or Company</p> <p>Nominal Kshs</p> <p>Issued Kshs</p> |
| <p>4.12</p> | <p>Given details of all Directors as follows: -</p> |

| | |
|--|---|
| | <p>Name..... Nationality.....Citizenship Details....., Share.....</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>4.....</p> <p>5.....</p> <p style="text-align: center;">Part 3 – Eligibility Status</p> |
|--|---|

| | |
|-------------------------|--|
| <p>4.13</p> <p>4.14</p> | <p>Are you related to an Employee, Committee member or Board Members of Kenya Re? Yes..... No.....</p> <p>If answer in '4.13 is Yes give the relationship.</p> <p>.....</p> |
|-------------------------|--|

| | |
|-------------|---|
| <p>4.15</p> | <p>Does an Employee, Committee Member, Board Member of Kenya Re sit in The Board of Directors or Management of your Organization, subsidiaries or Joint Venture? Yes.....</p> <p>No.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |
|-------------|---|

4.16 If Answer in '4.15' above is **Yes** give details

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4.17 Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Kenya Reinsurance Corporation Ltd to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation?

Yes..... No.....

4.18. If answer in '4.17' above is **Yes** give details

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.....

4.19 Are you under a declaration of ineligibility for corrupt and fraudulent Practices? Yes

No.....

4.20 If answer in '4.19' above is **Yes** give details

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4.21 Have you been offered or given anything of value to influence the pre-qualification Process? Yes No.....

4.22 If answer in '4.20' above is Yes give details

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.....

I/We Declare that the information given on this form is correct to the best of My/our knowledge and belief and that I/We authorize Kenya Reinsurance corporation Ltd to seek any other reference concerning my/our company from whatever sources deemed relevant e.g. Company Registrar's Office, Bankers etc.

Date..... Signature of Candidate.....

If a Kenyan citizen, indicate under "citizenship Details," whether by Birth, Naturalization of registration.

Tender Securing Declaration Form

(r.22)

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.....

To: Kenya Reinsurance Corporation

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Tender Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of *[insert number of months or years]* starting on *[insert date]*, if we are in breach of our obligation(s) under the bid conditions, because we:
 - (a) have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
 - (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
 - (i) fail or refuse to execute the Contract, if required, or
 - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Tenderers.
3. We understand this Tender Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
 - (i) our receipt of a copy of your notification of the name of the successful Bidder; or
 - (ii) twenty-eight days after the expiration of our Bid.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid. If the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name: *[insert complete name of person signing the Tender Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

TENDER FORM

To: Kenya Reinsurance Corporation Limited,
Reinsurance Plaza Nairobi, Taifa Road,
P.O Box 30271 - 00100,
NAIROBI. Kenya.

Gentlemen and/or Ladies:

Having examined the bidding documents the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide **TRAINING ON FIRST AID; OSHA AND ENVIRONMENTAL AUDIT; KRC/2020/139** in conformity with the said bidding documents for the sum of

_____ VAT Inclusive

or such other sums as may be ascertained in accordance with the Schedule of Rates attached herewith and made part of this Tender.

We undertake, if our Tender is accepted, to deliver the services in accordance with the schedule specified in the Schedule of Assignment.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by the Employer.

We agree to abide by this Tender for a period of 90 days from the date fixed for Tender opening under Clause 5 of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

Dated this _____ day of _____ 2020.

[signature]

[in the capacity of]

Duly authorized to sign Tender for and on behalf of _____



KENYA REINSURANCE CORPORATION LIMITED

ANTI – CORRUPTION POLICY

Kenya Re has committed itself to “Zero” tolerance on corruption and working with the government and other agencies in tackling the vice. Part of our corporate values is “integrity”; Kenya Re does not engage in corruption or any form of unethical inducement or payment including facilitation payments and “kickbacks”.

In order to achieve this, Kenya Re is committed to ensure that:

- No form of bribery or corruption is tolerated.
- Strong internal controls to avert any form of corruption are put in place at all times.
- All employees avoid any activities that might lead to or suggest a conflict of interest with the business of the Corporation.
- Employees declare gifts accepted or offered which will be subjected to managerial review.
- A strong corporate governance framework which encompasses accountability, transparency, participation, equality, rule of law, capacity and competence and responsiveness to people’s needs is consistently embraced.
- Immoral behaviour, favouritism, discrimination and nepotism are not tolerated.
- All corruption cases reported by any employee are handled expeditiously and fairly.
- The protection of the identity of persons making corruption disclosures and also take all possible actions to protect individuals subject to unfair or malicious allegations.
- For disciplinary cases, the process as detailed in the HR Policy will be followed.
- Staff are continuously sensitized and trained on matters of ethics and integrity once every year.

This policy document shall be reviewed from time to time at such intervals as management may determine.

Jadhah Mwarania, OGW
Managing Director

Date 24/08/2020



KENYA REINSURANCE CORPORATION LTD

INFORMATION SECURITY POLICY

It is the policy of the Kenya Reinsurance Corporation (Kenya Re) that information confidentiality, integrity, and availability requirements, needs and expectations of interested parties are identified and that information is protected through a systematic process of risk assessment and risk treatment to satisfy, as appropriate, interested parties and needs of the Corporation in consideration of its mission to provide risk management solutions that secure the future and create value for stakeholders.

To ensure the integration and effective management of information security practices within Kenya Re, an Information Security Management System (ISMS) has been established, implemented, maintained, and shall be continually improved in accordance with the requirements of ISO/IEC 27001. The management system shall be independently audited for conformity at least once annually and results reported to the Managing Director.

As part of this framework, measureable information security objectives shall be established and monitored in the Corporation at all departmental levels. The overall performance of the ISMS shall be reviewed by the Management at planned intervals, and at least once annually or in the event of significant changes to ensure the continuing suitability, adequacy, and effectiveness of the ISMS.

The Corporation is committed to:-

- Establishing, implementing, maintaining, and continually improving the ISMS in accordance with the requirements of ISO/IEC 27001,
- Establishing and reviewing Information Security objectives at all Functions,

- Managing of information security risks through risk assessment and treatment,
- Reviewing the ISMS at planned intervals and in the event of significant changes to ensure its continuing suitability, adequacy, and effectiveness, and
- Providing assurance to interested parties of the Corporation's information security capability and commitment in meeting their requirements and expectations through third party audits.

This policy shall be communicated and understood internally by all employees, and externally by all other stakeholders as well (through our website www.kenyare.co.ke).



JADIAH MWARANIA, OGW
MANAGING DIRECTOR

DATE: 24/08/2020



KENYA REINSURANCE CORPORATION LTD

QUALITY POLICY

As a leading Reinsurer in our chosen markets, we commit to:

- Provide risk management solutions that secure the future and create value for stakeholders
- Comply with International Standards as well as Quality Management System (QMS) requirements as outlined in ISO 9001
- Comply with all applicable regulatory and statutory requirements, and any other requirements that may not be statutory/regulatory.

We undertake to realize the above by keeping tabs on our Corporate Performance Objectives:

- Financial performance:** Achieve sustainably robust financial performance to grow stakeholder value
- Business process:** Maintain systems and processes that address business needs and stakeholder interests
- Business development:** Grow and diversify quality portfolios for business sustainability
- Risk management:** Maintain robust risk management initiatives in order to achieve corporate objectives
- People and culture:** Develop human resource capabilities and culture to match the Corporation's performance requirements

Consistent with this policy, specific quality objectives are established at relevant functions and levels within the Corporation. By mutual encouragement, commitment and cooperation through teamwork, all Kenya Re employees will perform their tasks diligently towards the achievement of our quality objectives, and continual improvement of the quality management system.

This policy shall be communicated and understood internally by all employees, and externally by all other stakeholders as well (through our website www.kenyare.co.ke). It shall be reviewed for continuing suitability taking into account changing Quality Management Systems and other practices.

JADIAH MWARANIA, OGW

MANAGING DIRECTOR

DATE: 24/08/2020